

Chapter 7: Data Extracts and Reports

Note: Most of these reports include Personally Identifiable Information (PII), so please take appropriate precautions to protect saved files.

Educator Portal can produce different types of reports. The reports that are available to you will depend on your role in Educator Portal and your organization. For example, to create district-level reports, the user's role must be district-level or higher. In addition, some reports are only available at certain times of the year, for example, after summative, high stakes testing has been completed and scores have been processed.

Note: For help interpreting reports, refer to your organization's publications.

This chapter includes a procedure for creating a data extract, descriptions of several data extracts, and a procedure for printing reports.

Note: Progress reports (for ITI) are described in the DLM Appendix.

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Data Extracts

Data extracts are CSV files that contain a copy of the information currently loaded into Educator Portal. Some of these extracts can be used to upload information into Educator Portal. All of the data extracts described in this chapter are created on the same screen. In fact, you use the same procedure to create each data extract; the main difference is choosing the New File button on a particular line of the screen. The data extracts that may be available to you include (in alphabetical order):

- Accessibility Profile (PNP)
- Accessibility Profile Summary
- Current Enrollment
- Roster
- Test Administration
- Test Records
- Test Tickets
- Users

The following pages contain a procedure for creating a data extract, followed by highlights of the information contained in each data extract.

Creating a Data Extract

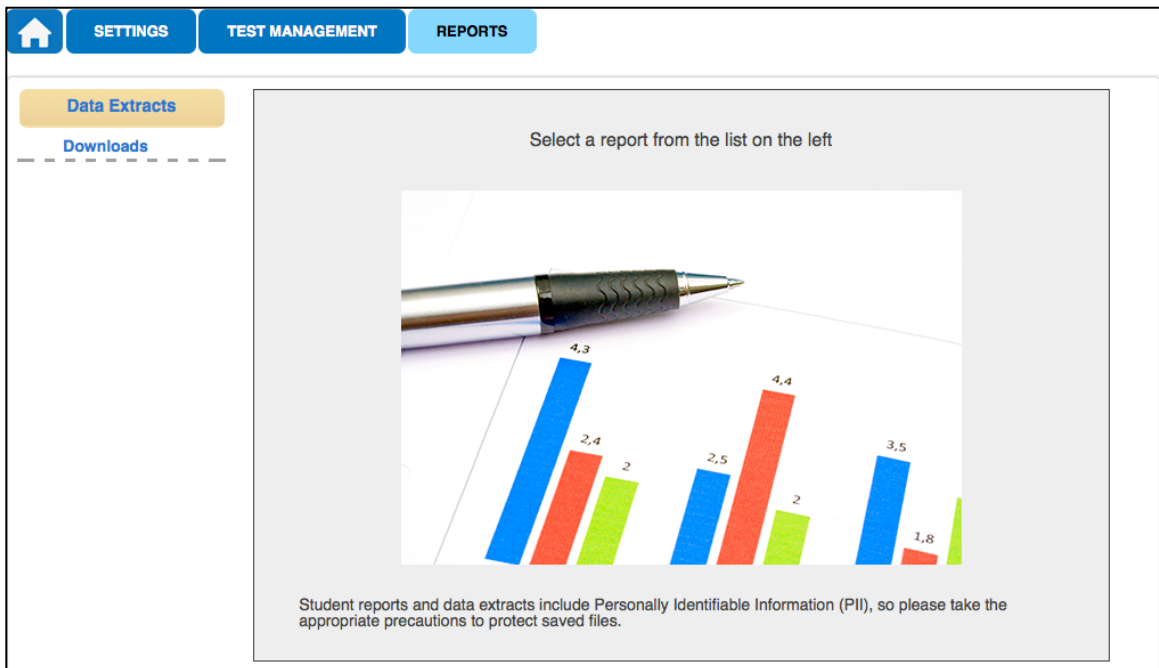
To create a data extract, perform the following steps.

Note: Each time a data extract is created, the older file will be unavailable. If you need to refer to the older file, save it before creating a new data extract.

1. Login to Educator Portal.
2. Click the Reports menu.



3. On the left side of the Reports screen under Data Extracts, click Downloads.



4. Locate the line for the file you wish to create.

5. In the Action column, click the New File button.

STANDARD DATA EXTRACTS (CSV FILE)

Extract	Description	Requested	File	Action
Current Enrollment	Student enrollment information. File may also be used to upload enrollment information.			New File
Accessibility Profile	Student Personal Needs Profile (PNP) for students with any PNP selections.			New File
Roster	Student assignment specific to educator and subject.			New File
Users	Educator Portal users and their role(s) by organization.			New File
				New File
				New File
				New File
				New File
				New File

Note: Student data extracts include **Personally Identifiable Information (PII)**, so please take the appropriate precautions to **protect** saved files.

6. If a window displays, use the drop-down menus to select information.

Note: Depending on your role, the data extract may or may not require you to select additional filters.

7. Click OK.

Note: If an older version of the file exists, you will see a message asking you to confirm replacing the existing file. Click Yes.

8. When the file is generated, click the CSV icon.

Requested	File	Action
10/27/2014 01:55:39 PM		New File

9. Open or save the CSV file.

Accessibility Profile (PNP)

Accessibility Profile creates a CSV file that lists the accessibility (PNP) settings for the students enrolled in a particular school. Only students who have PNP settings are included in the file. The file contains a column for every possible PNP setting and indicates if that setting has been chosen for a student.

Name of the File

When you save the Accessibility Profile download, the file will have the following name:

Educator_Portal_PNP_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Hint: OrgID is the organization identifier for your school or district.
 UserID is your user identification number.
 MM-DD-YY is the month, day, and year the file was created.
 HH-MM-SS is the hour, minute, and second the file was created.

Fields in the File

The file includes eighty-one (81) columns of information about a student's PNP settings. Each of the possible PNP settings is included in the file. See the example below.

	D	E	O	P	Q	R
1	Student Last Name	Student First Name	Display - Overlay Color	Display - Overlay Color Activate by Default	Display - Overlay Color Code	Display - Overlay Color Desc
2			Selected	Selected	#87cfd	Light Sky Blue
3			Selected	Not Selected	#f5f2a4	Pale Goldenrod
4			Not Selected	N/A	N/A	N/A
5			Not Selected	N/A	N/A	N/A
6						

The file indicates whether or not an accommodation has been selected for a student, and, if an accommodation has multiple settings, the details of those settings are listed. For example, the overlay color can be set to one of several pre-determined colors. The file lists the hexadecimal value of the color selected (e.g., #87cfd) as well as the description of the color (e.g., Light Sky Blue). You may also see the following results in columns:

- N/A – indicates that the accommodation has not been selected, either because the selection depends upon another item being checked or because the accommodation is not available for your organization.
- Not Selected – appears when an accommodation has been selected, but “Activate by Default” has not been selected.
- Selected – indicates that the accommodation has been selected on the student's PNP.

Some columns on the file that may be of particular interest are described in the table below.

Column Name	Description
Last Modified Time	Lists the date and time that the PNP settings were last modified. The format used is MM/DD/YYYY HH:MM AM/PM and time zone.
Last Modified By	The name of the person who made the last change to the PNP settings.

Accessibility Profile Summary

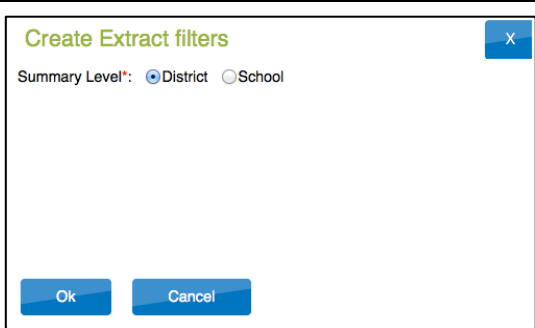
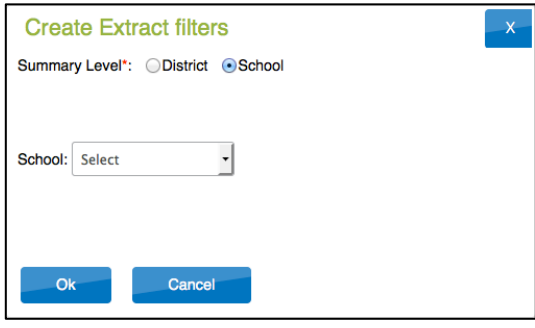
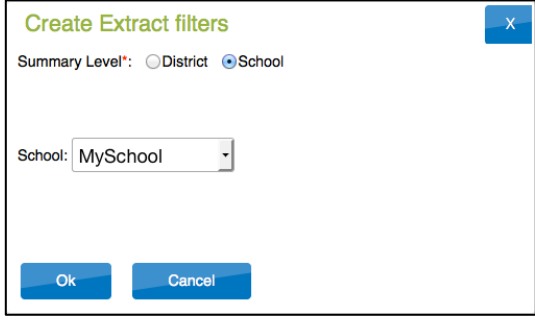
Accessibility Profile Summary creates a CSV file that lists the total number of students who have a particular setting on their Access Profile (PNP). The students are counted in two categories: DLM and General Assessment, so a CSV file will contain a minimum of two lines.

Depending upon your level of access, you can retrieve summary data in several configurations. If you have district-level or state-level access, you will need to select filters for the file.

Note: If you have school-level access to Educator Portal (i.e., you access the data for one school), you will not need to select any filters. The CSV file will have two lines of data, summarizing the PNP settings for your school.

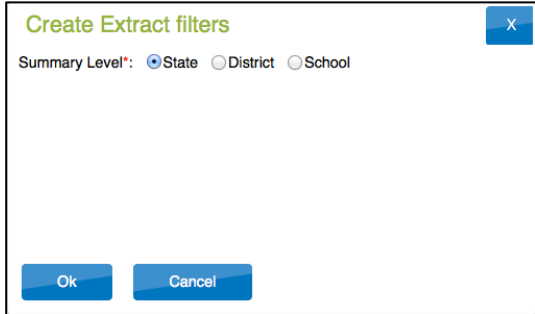
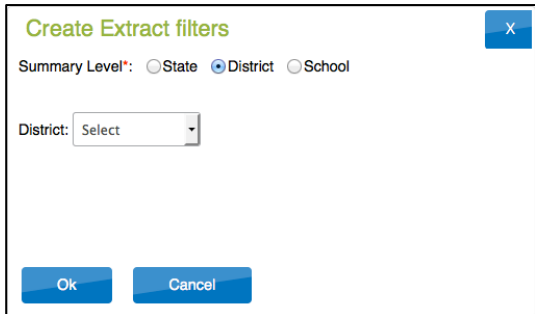
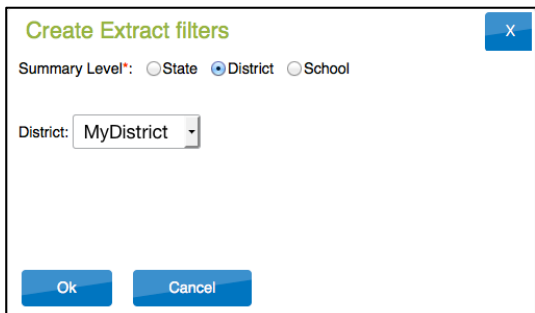
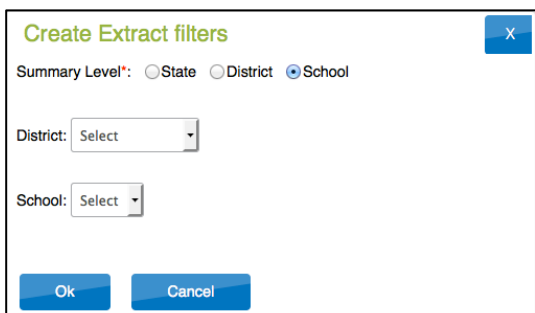
District-Level Access

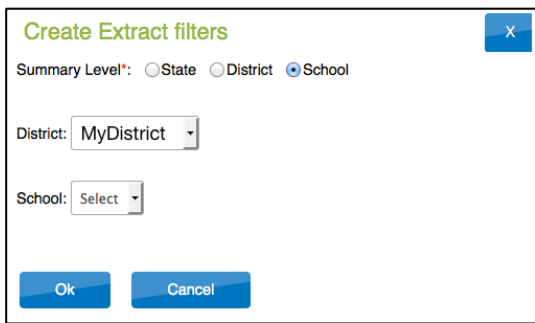
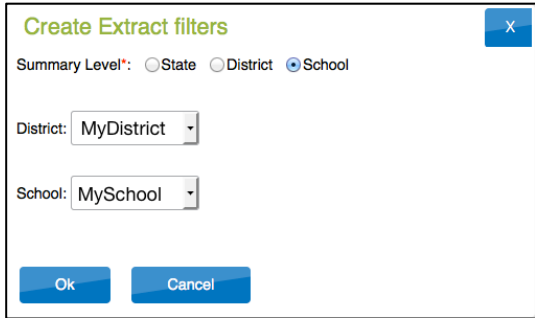
The district-level filter window displays a choice of two summary levels: District or School and three possible combinations for selecting the data to be included in the CSV file.

Settings	Filter	CSV Contents
District Summary Level		CSV file contains two lines of data – PNP counts summarized for the district.
School Summary Level		CSV file contains multiple lines of data – two lines for each of the schools in the district.
School Summary Level School selected		CSV file contains two lines of data – PNP counts summarized for a single school.

State-Level Access

The state-level filter window displays a choice of three summary levels: State, District, or School and six possible combinations for selecting the data to be included in the CSV file.

Settings	Filter	CSV Contents
State Summary Level		CSV file contains two lines of data – PNP counts summarized for the entire state.
District Summary Level		CSV file contains multiple lines of data – two lines for each of the districts in the state.
District Summary Level District selected		CSV file contains two lines of data – PNP counts summarized for a single district.
School Summary Level		CSV file contains multiple lines of data – two lines for each of the schools in the state.

Settings	Filter	CSV Contents
School Summary Level District selected		CSV file contains multiple lines of data – two lines for each of the schools in the selected district.
School Summary Level District Selected School selected		CSV file contains two lines of data – PNP counts summarized for a single school.

Name of the File

When you save the Accessibility Profile Summary download, the file will have the following name:

Summary_Accessibility_Profile_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Hint: OrgID is the organization identifier for your school or district.
 UserID is your user identification number.
 MM-DD-YY is the month, day, and year the file was created.
 HH-MM-SS is the hour, minute, and second the file was created.

Fields in the File

The file includes forty-two (42) columns of information about the PNP settings in use. Unlike the Accessibility Profile file, PNP settings are summarized by category. See the example below.

E	F	G	H
Display - Magnification	Display - Overlay Color	Display - Invert Color Choice	Display - Masking
1	2	2	1
0	0	0	0

As you can see in the example, the file provides a count of the total number of students who have the accommodation selected in their PNP.

Current Enrollment

Current Enrollment creates a CSV file listing the students enrolled in a particular school. The Current Enrollment file is similar to the Enrollment CSV; however, the file contains three columns not found in the CSV template: Extract_State, Extract_District, and Extract_School.

Note: If your program will use the file to maintain enrollment records, be sure to delete the first three columns in the file (state, district, and school) before uploading the CSV.

Name of the File

When you save the Current Enrollment download, the file will have the following name:

KITE_Enrollment_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Hint: OrgID is the organization identifier for your school or district.
UserID is your user identification number.
MM-DD-YY is the month, day, and year the file was created.
HH-MM-SS is the hour, minute, and second the file was created.

Fields in the File

The file includes twenty-eight (28) columns of information about each student. With the addition of Extract_State, Extract_District, and Extract_School_Name, the columns are the same as those in the Enrollment CSV described in Chapter 4: Students.

Roster

Roster creates a CSV file that lists the students and teachers on every roster in a particular school. When you create the file, you must select the school. The Roster file is similar to the Roster CSV; however, the file contains three columns not found in the CSV template: Extract_State, Extract_District, and Extract_School.

Note: If your program will use the file to maintain rosters, be sure to delete the first three columns in the file (state, district, and school) before uploading the CSV.

Name of the File

When you save the Roster download, the file will have the following name:

KITE_Roster_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Hint: OrgID is the organization identifier for your school or district.
UserID is your user identification number.
MM-DD-YY is the month, day, and year the file was created.
HH-MM-SS is the hour, minute, and second the file was created.

Fields in the File

The file includes sixteen (16) columns of information about rosters. With the addition of Extract_State, Extract_District, and Extract_School, the columns are the same as those in the Roster CSV described in Chapter 5: Rosters.

Test Administration

Note: This file is only available for KAP and AMP. The file does not list formative tests, practice tests, or testlets. Instead, it includes the auto-enrolled, summative, high-stakes tests.

Test Administration creates a CSV file that lists the auto-enrolled, summative, high-stakes test sessions in which a student is enrolled. For each test session, you can view the status of the test, e.g., “Not Started,” “In Progress,” or “Complete”. As students finish parts and sections of a test, you can see the time and date each part was started and ended, the number of sections in the test, the number of items (questions) in a section, and the number of items omitted. For each test session in which they are enrolled, students will have a row in CSV.

Auto-enrolled, summative, high-stakes assessments have a maximum of four parts. At the beginning of a new part of an assessment, a student receives a new test ticket with a different ticket number (activation code). Each part of an assessment may have one or more sections that the student can complete using the same ticket number (activation code). The section numbers are printed on the test ticket.

Name of the File

When you save the Test Administration download, the file will have the following name:

KITE_Test_Administration_Status_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Hint: OrgID is the organization identifier for your school or district.
 UserID is your user identification number.
 MM-DD-YY is the month, day, and year the file was created.
 HH-MM-SS is the hour, minute, and second the file was created.

Fields in the File

The file includes forty-seven (47) columns of information about students enrolled in test sessions and the status of each test. See the example below.

	L	M	R	T	X	Y	Z	AA	AB	AC
	Student Last Name	Student First Name	Test Session Name	Test Status	Part 1 Status	Part 1 Start DateTime	Part 1 End DateTime	Part 1 Ticket Sections	Part 1 Total Items	Part 1 Omitted Items
90	Sample1	One		Not Started	Not started			1	12	12
93	Sample2	Two		Complete	Complete	01/17/15 01:03 PM CST	01/17/15 01:03 PM CST	1	20	
94	Sample2	Two		Pending	Not started			1	22	22
108	Sample3	Three		In progress	In progress	01/17/15 12:59 PM CST		1	18	15

You may see the following results in the file:

- Complete – indicates that the student has completed a test or a part of a test. When a part is complete, you will see both a start and end time.
- In progress – indicates that the student was logged into a test or a part of a test when the file was created.
- Not Started – indicates that the student has not started a test or a part of a test.
- Pending – indicates that a test session is assigned to the student, but another test session must be completed before the student can start the pending session.

Some columns on the file that may be of particular interest are described in the table below.

Column Name	Description
Test Status	Indicates the status of the test when the file was created. Options include: Pending, Not Started, In progress, and Complete.
Special Circumstances Reason Not Tested	Depending on your program, the column will be labeled either Special Circumstances or Reason Not Tested. The column displays the circumstance or reason affecting testing.
Last Reactivated Date Time	Displays the date and time that the test session was reactivated for a student. The format used is MM/DD/YYYY HH:MM AM/PM and time zone. Note: The reactivation date and time will be included in the CSV even after a test has been completed.
Part ## Status	Indicates the status of a part of a test session. Options include: Not started, In progress, and Complete. Note: The ## symbols will be a number (1-4).
Part ## Start DateTime	Displays the date and time that the part of the test session was started. If the test has not started, this field will be blank. The format used is MM/DD/YYYY HH:MM AM/PM and time zone. Note: The ## symbols will be a number (1-4).
Part ## End DateTime	Displays the date and time that the part of the test session was completed. If the test is not started or in progress, this field will be blank. The format used is MM/DD/YYYY HH:MM AM/PM and time zone. Note: The ## symbols will be a number (1-4).

Column Name	Description
Part ## Ticket Sections	Lists the test sections that are included in the part of the test. A test part may have more than one section. Note: The ## symbols will be a number (1-4).
Part ## Total Items	Lists the total items (test questions) in the part of the test. Note: The ## symbols will be a number (1-4).
Part ## Omitted Items	Lists the total items (test questions) that have not been answered in the part of the test. If the test is complete, the field will be blank. Note: The ## symbols will be a number (1-4).

Test Records

Test Records creates a CSV file that lists the test type(s) and subject(s) in which a student is currently enrolled. The Test Records file is similar to the TEC CSV; however, the file contains three columns not found in the CSV template: Extract State, Extract District, and Extract School Name.

Note: If your program uses the TEC CSV and plans to use the Test Record file to upload test information, be sure to delete the first three columns in the file (state, district, and school) before uploading the CSV.

Name of the File

When you save the Test Records download, the file will have the following name:

KITE_TEC_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Hint: OrgID is the organization identifier for your school or district.
UserID is your user identification number.
MM-DD-YY is the month, day, and year the file was created.
HH-MM-SS is the hour, minute, and second the file was created.

Fields in the File

The file includes eleven (11) columns of information about a student's test type(s) and subject(s). With the addition of Extract State, Extract District, and Extract School Name, the columns are the same as those in the TEC CSV described in Chapter 4: Students.

Note: The test type codes and subjects are program-specific.

Test Tickets

Note: This file is only available for KAP and AMP for auto-enrolled, summative, high-stakes assessments. Formative tests, practice tests, and testlets are not included on the file. Access to this file is limited to the roles that can print high-stakes test tickets.

Test Tickets creates a CSV file with the test ticket information for each auto-enrolled, summative, high-stakes test session. For each test session, you can see the student's login name, password and ticket number (activation code). In addition, you can see whether or not a student has started a particular test and each part of a test.

Note: This file includes user names, passwords, and ticket numbers (activation codes) for summative (high-stakes) testing. Use appropriate precautions in the storage and distribution of this file.

Name of the File

When you save the Test Tickets download, the file will have the following name:

KITE_Test_Ticket_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Hint: OrgID is the organization identifier for your school or district.
 UserID is your user identification number.
 MM-DD-YY is the month, day, and year the file was created.
 HH-MM-SS is the hour, minute, and second the file was created.

Fields in the File

The file includes thirty-four (34) columns of information about test tickets. The student's username, password, and ticket number (activation code or login ticket) are included in this file. A student may appear on more than one line if they are enrolled in more than one test session. See the example below.

	L	M	Q	R	T
1	Student Last Name	Student First Name	Student Login Username	Student Login password	Test Session Name
2	Sample1	One			
3	Sample2	Two			
4	Sample2	Two			

Much like the Test Administration file, you can see information for the overall test session and for each part of the summative test. The login ticket columns contain the ticket number or activation code for that part of the test.

	L	T	V	W	Y	V	Z	AA	AB
	Student Last Name	Test Session Name	Test Status	Part 1 Status	Part 1 Ticket Sections	Part 1 Student Login Ticket	Part 2 Status	Part 2 Ticket Sections	Part 2 Student Login Ticket
1	Sample1		Not Started	Not started	1		N/A		
2	Sample2		In progress	Complete	1-2		In progress	3	
3	Sample2		Pending	Not started	1		N/A		
4	Sample3		Complete	Complete	1-2		Complete	3	
5	Sample3		In progress	In progress	1		N/A		

You may see the following results in the file:

- Complete – indicates that the student has completed a test or a part of a test.
- In progress – indicates that the student was logged into a test or a part of a test when the file was created.
- N/A – indicates that no status is available for the part of the test because the test does not include that part.
- Not Started – indicates that the student has not started a test or a part of a test.
- Pending – indicates that a test session is assigned to the student, but another test session must be completed before the student can start the pending session.

Some columns on the file that may be of particular interest are described in the table below.

Column Name	Description
Test Status	Indicates the status of the test when the file was created. Options include: Pending, Not Started, In progress, and Complete.
Part ## Status	Indicates the status of a part of a test session. Options include: Not started, In progress, Complete, and N/A. Note: The ## symbols will be a number (1-4).
Part ## Ticket Sections	Displays the sections of the test that are covered by the part and that will use the login ticket number provided in the next column. Note: The ## symbols will be a number (1-4).
Part ## Student Login Ticket	Displays the ticket number (activation code) the student will use to access that part of the test. Note: The ## symbols will be a number (1-4).

Users

Note: Depending upon your access privileges, you may not be able to access this file.

Users creates a CSV file that lists the users and their role(s) in a particular school. When you create the file, you must select the school. The file contains a column for all of the roles available in Educator Portal and indicates if that role has been assigned to the user.

Name of the File

When you save the Users download, the file will have the following name:

KITE_User_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Hint: OrgID is the organization identifier for your school or district.
 UserID is your user identification number.
 MM-DD-YY is the month, day, and year the file was created.
 HH-MM-SS is the hour, minute, and second the file was created.

Fields in the File

The file includes thirty (30) columns of information about the roles assigned to a user. You can see the user's name, educator ID (if applicable), email address, and each organization to which the user belongs. If a user is assigned to more than one organization, they will appear on multiple lines in the CSV. For example, if an educator works in more than one school, they would appear on a line for each school in the CSV.

All of the roles that the user is assigned for a particular organization appear on a single line of the CSV. For example, if the user is a Building Test Coordinator and a Building Principal, you would see an X in each column.

	C	D	H	I	K	L	AA
1	Legal Last Name	Educator Identifier	Organization Name	User Status	Building Principal	Building Test Coordinator	Teacher
7	User 1		School 1	Active	X	X	
8	User 2		School 1	Active			X
9	User 3		School 2	Pending			X
10							

Reports

The reports in Educator Portal are created after summative, high-stakes testing has completed in a state and the scores have been processed and recorded. Depending upon your assessment program and role you may or may not have access to these reports.

Note: These reports contain data about summative, high-stakes assessments. The information contained in the report is available at certain times of the year. If you cannot access the reports, check with your organization to see if the reports are currently available.

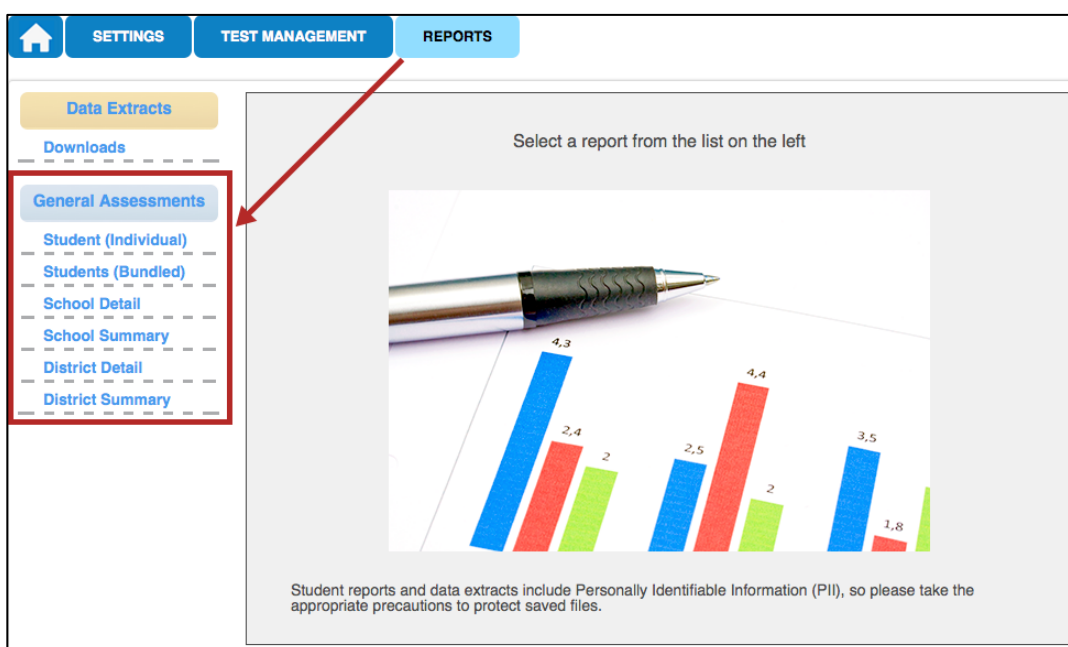
To print a report, perform the following steps.

1. Log in to Educator Portal.
2. Click the Reports menu.



3. On the left side of the screen under General Assessments, click the report name.

Note: The choices available to you will vary depending upon your role in Educator Portal, your assessment program(s), and the data available after testing.



4. Use the menus to select the report criteria.

The screenshot shows a web interface for selecting report criteria. At the top, there is a horizontal menu with four items: 'Report Criteria' (with a right-pointing arrow), 'District' (with a green checkmark), 'School' (with a yellow circle containing the number 2), 'Subject' (with a yellow circle containing the number 3), and 'Grade' (with a yellow circle containing the number 4). Below this menu is a large, light gray rectangular area. The text 'District Name' is positioned at the top left of this area.

Note: Reports contain between one and four search criteria that must be selected. When a criterion has been selected, the number next to it will change to a green checkmark.

Hint: You can search for information in the top field of each menu.

This screenshot is similar to the one above, but it shows the 'School' menu item selected. A dropdown menu is open below the 'School' item, displaying the word 'Select' at the top, followed by 'School #1' and 'School #2'. A red arrow points to the search input field at the top of this dropdown menu. The 'District' item remains selected with a green checkmark.

5. After all criteria have been selected, click a link to open a PDF of the report.

Report Criteria	✓ District	✓ School	✓ Subject	✓ Grade
District Name	School Name	Subject	Grade	
StudentName (IDNumber)				
StudentName (IDNumber)				
StudentName (IDNumber)				
StudentName (IDNumber)				
StudentName (IDNumber)				
StudentName (IDNumber)				
StudentName (IDNumber)				

Note: The links will vary depending upon the type of report.

Hint: For information on interpreting the results in the report, see your organization's publications.

Changes to the Chapter

The following table lists the changes made to this chapter since the last major release of the documentation.

Note: The Page column indicates the page number of the current manual where the change appears.

Change Logged	Page	Description of Change
10/29/2015	n/a	No significant changes since the last release.